



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

Agenda Item No. 3

TO: Operations Committee

DATE: November 1, 2013

FR: Executive Director

W.I.: 1413

RE: Contract – Bike to Work FY 2013-14 and FY 2014-15: Bay Area Bicycle Coalition
(\$300,000)

This item seeks authorization of a contract with the Bay Area Bicycle Coalition (BABC) to implement the 2014 and 2015 Bike to Work programs in the amount not to exceed \$300,000.

Background

In spring 2013, this Committee approved a new funding plan for the Bike to Work (BTW) program by shifting it to the Climate Initiatives Program. The shift maintains the same funding level for the program as previously provided (\$150,000 per year) and uses Cycle 1 CMAQ funds, which require a competitive procurement process for awarding the contract.

Procurement


On September 13, 2013, staff issued a Request for Proposal (RFP) to over 700 firms and organizations for implementation of the BTW program in 2014 and 2015. In response, MTC received one proposal, which was submitted by BABC, by the October 4th due date. An evaluation panel composed of MTC public information and planning staff evaluated the proposal based on the following criteria:

1. Individual and team expertise and experience providing similar services;
2. Approach to completing the project and methods of attracting additional sponsors and volunteers;
3. Cost effectiveness; and
4. Communication skills.

Based on BABC's tremendous leverage in attracting volunteers and sponsors, as well as its ability to grow the program year after year while receiving the same level of funding, the evaluation panel recommended BABC to implement the regional BTW program.

Recommendation

Staff recommends this Committee authorize the Executive Director or his designee to negotiate and enter into a contract with BABC in an amount not to exceed \$300,000 to implement the BTW program in 2014 and 2015.



Steve Heminger

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract

Work Item No.: 1413

Contractor: Bay Area Bicycle Coalition
Oakland, CA

Project Title: 2014/2015 Bike to Work Implementation

Purpose of Project: Implement Bike to Work Day events and related Bike to Work Month activities in 2014 and 2015.

Brief Scope of Work: Coordinate, promote and implement all Bike to Work activities for 2014 and 2015.

Project Cost Not to Exceed: \$300,000

Funding Source: Cycle 1 CMAQ

Fiscal Impact: In FY 13-14 Agency budget for BTW 2014.
Subject to approval of FY 14-15 budget for BTW 2015.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract with the Bay Area Bicycle Coalition (BABC) to implement Bike to Work activities as described above, and in the Executive Director's memorandum dated November 1, 2013 and the Chief Financial Officer is directed to set aside funds in an amount of \$300,000 for such contract.

Operations Committee

Jake Mackenzie, Chairperson

Approved:

Date: November 8, 2013